PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

15 October 2012

HPCG/CG-8

STANDING OPERATING PROCEDURE
NUMBER 10-12

VESSEL SAFETY ENFORCEMENT INSPECTION (VSEI)

I. PURPOSE:

This Standing Operating Procedure (SOP) prescribes guidelines and procedures governing the implementation of Memorandum Circular (MC) No. 06-12 on Vessel Safety Enforcement Inspection (VSEI) dated 24 August 2012.

II. SCOPE:

This SOP applies to all Philippine Coast Guard (PCG) Districts, Stations and Detachments having jurisdiction over all Philippine-registered vessels engaged in domestic trade calling and departing in any ports within their respective area of responsibility.

III. PROCEDURES:

A. The VSEI shall be carried out by qualified VSEI team to determine the continuing compliance of a vessel to a certain aspect of seaworthiness in accordance with applicable safety standards, rules and regulations;

B. The inspection shall be conducted by a VSEI team and shall be guided with the appropriate VSEI Checklist (Form F) in conducting the inspection;

C. The inspection shall be conducted on the particular vessel once every three (3) months or as deemed necessary;

D. Upon boarding, the team shall notify the master, or in his absence, the senior deck officer on board, of the purpose of the visit. The team shall seek information as to when the last VSEI took place;

E. In the event the inspection is undertaken within the last three (3) months and the corresponding report was found to be satisfactory, no further action should be taken. In case the report shows some deficiencies, the inspection should focus on the remedial actions taken by the master on the deficiencies noted on the previous inspection;

F. In the event the ship has not undergone inspection within the prescribed three-month period, the inspection shall proceed in verifying all the required certificates/documents and in the conduct of inspection as warranted. If the inspection is satisfactory, the VSEI Checklist (Form F) and Certificate of Orderly Inspection (Form B) shall be filled up. Upon completion of the inspection, the Master or senior officer on board shall be furnished with copy of the report;

G. In case the ship is not carrying valid certificate/s, or if the VSEI team has clear ground to believe, from general impression or observation on board, that the condition of the ship or its equipment does not correspond substantially with the particulars of the certificate/s or that the master or crew is not familiar with essential shipboard procedures, a more detailed inspection should be carried out;

H. In the event that the vessel has undergone engine repair, a sworn statement of the Master stating that the repair has been satisfactorily done shall be checked together with "Certificate of Seaworthiness" from the Maritime Industry Authority (MARINA);

I. Issue Enforcement Inspection Apprehension Report (EIAR) (Form A) to the Master of the vessel indicating the specific deficiencies recorded during the conduct of inspection in accordance with the PCG Memo Circulars, rules and regulations;

J. Require the Master of the vessel to correct the deficiency/violations at a prescribed time and/or imposed the corresponding fine /penalty. If minor deficiencies are found but are deemed not to endanger the ship, the people on board and the marine environment, the vessel may be allowed to proceed to the next port of call. Information on this nature of deficiency is communicated to the next port of call. The VSEI team shall record the deficiency/ies noted during the conduct of VSEI in the Vessel's Inspection Record Book;

K. Violations of regulations issued by MARINA shall be reflected in the Maritime Violations Receipt (MVR) and submitted to the concerned agency for their proper disposition (Annex-1, if not detainable or Annex-2, if detainable with attached MVR);

L. Render immediately an initial report to the Coast Guard District/ Station, as the case maybe, citing the circumstances of its detention in cases of issuance of **Detention or Denial of Departure** of a vessel. The Coast Guard Station/

Detachment Commander shall immediately endeavor to inform and request the Philippine Ports Authority (PPA) to deny departure (in writing) of subject vessel until deficiencies are rectified (Annex-2). Inform MARINA (in writing) regarding the details of detention of the vessel (Annex-2);

M. Inform immediately the Headquarters, PCG (through Radio Message, INFO: CG-3/CG-8/CGAC) regarding the **Detention or Denial of Departure** of a vessel;

N. The EIAR shall be adjudicated within ten (10) working days upon receipt to determine the appropriate penalty to be imposed to the Master/ Company in accordance with PCG Memorandum Circulars and Rules and Regulations;

O. Re-inspection of vessels detained by concerned VSEI, Districts/ Stations and Detachments shall be conducted on the date and time requested in writing by the vessels' owner, his authorized agent or the vessel's Master for verification of the rectification of deficiencies found during the VSE inspections. No re-inspection fee shall be collected; and

P. Receive payments from violations, issue official receipts thereof, and deposit amount collected at the Landbank of the Philippines through PCG Trust Receipt Account Number 0012-2222-12. Likewise, furnish the Coast Guard Finance Center copies of all payments received and amounts deposited.

IV. RESPONSIBILITY:

A. Coast Guard District Commander:

1. Shall create VSEI teams to respective Stations/ Detachments to undertake VSEI of Philippine-registered vessels engaged in domestic trade within his area of responsibility;

2. Shall ensure that VSEI team members are duly trained and qualified to carry out VSEI;

3. Shall continue to devise appropriate measures for the efficient conduct of VSEI taking into account the schedule of the vessels calling within his area of responsibility;

4. Shall submit monthly reports to the Headquarters, PCG (Attn:CG-3/CG8);

5. Shall ensure proper filing of VSEI records aboard District/Stations/Detachments; and

6. Shall monitor and supervise the strict implementation of MC and SOP on VSEI;

B. Coast Guard Station / Detachment Commander:

1. Shall create VSEI teams to undertake VSEI of Philippine-registered vessels engaged in domestic trade within his area of responsibility;

2. Shall ensure that VSEI team members are duly trained and qualified to carry out VSEI duties;

3. Shall ensure that proper coordination and information dissemination be made with other government agencies and with the owner/ agent/ Master of the vessel regarding the full implementation of the MC on VSEI;

4. Shall effectively control and supervise the proper conduct of VSEI with due consideration to the enforcement of safety, security and marine environmental protection;

5. Shall, ensure that all possible efforts shall be made to avoid a ship being unduly detained or delayed;

6. Shall immediately render report to Coast Guard District/ Station in case of detention or denial of the vessel to depart, as the case may be, citing the circumstances of the detention or denial of the vessel to depart with the corresponding issued EIAR;

7. Shall immediately endeavor to inform and request the Port Authority and MARINA (Annex-2) in writing the **detention or denial** of the vessel to depart;

8. Shall immediately endeavor to inform the Port Authority and MARINA in writing the **Notification of Release of vessel** (Annex-3) from detention upon rectification of deficiencies and payment of fines;

9. Shall review and adjudicate the EIAR and impose the appropriate penalty based on MC on VSEI;

10. Shall receive payments from violations, issue official receipts thereof, and deposit amount collected at the Landbank of the Philippines through PCG Trust Receipt Account Number 0012-2222-12. Likewise, furnish the Coast Guard Finance Center copies of all payments received and amounts deposited;

11. Shall ensure proper filing of VSEI records aboard Stations/Detachments; and

12. Shall ensure strict implementation of the MC and SOP on VSEI at all times.

C. **Vessel Safety Enforcement Inspection (VSEI) team:**

1. Shall be professional and courteous in the conduct of VSEI;

2. Shall ensure proper execution of VSEI and completion of required records and reports;

3. Shall religiously follow the appropriate VSEI checklist for an expeditious and orderly inspection;

4. Shall issue EIAR (Form A) to the Master of the vessel indicating the specific deficiencies recorded during the conduct of inspection in accordance with the PCG Memorandum Circulars, rules and regulations. The VSEI Team shall record the deficiency/ies noted during the conduct of VSEI in the Vessel's Inspection Record Book;

5. Violations of regulations issued by MARINA shall be reflected in the MVR and submitted to the concerned agency for their proper disposition;

6. In case of detention or denial of the vessel to depart, the VSEI team shall immediately render report to the Detachment/ Station Commander, as the case may be, citing the circumstances of the detention or denial of the vessel to depart with the corresponding issued EIAR; and

7. Provide duplicate copy of VSEI report to the Master of the vessel, shipowner/ agent and require the Master to accomplish a Certificate of Orderly Inspection (Form B) upon completion of VSEI or before leaving the ship.

D. **The Deputy Chief of Staff for Maritime Safety Service, CG-8:**

1. Shall maintain record of non compliant vessel for monitoring purposes;

2. Shall periodically review existing VSEI regulations and procedures and initiate reforms or amendments to fit in with the required standards;

3. Shall program appropriate guidelines and conduct of training for VSEI through Coast Guard Education and Training Command (CGETC) and Maritime Safety Services Command (MSSC) to ensure uniform and systematic vessel safety inspection to be carried out on board; and

4. Shall initiate printing and publication of appropriate VSEI forms with security considerations.

E. The Director, Coast Guard Action Center (CGAC):

1. Shall monitor the status of all detained or denied to depart vessels until they are cleared for their next voyage; and

2. Provide report/ update to all concerned.

V. RESCISSION:

This SOP rescinds all other publications contrary to the provisions stated herein.

VI. EFFECTIVITY:

This SOP shall take effect upon approval.

Approved by:

EDMUND C TAN
VADM PCG
Commandant, PCG

Annexes: 1) Notification of Non detainable deficiencies
2) Notification of Detainable deficiencies
3) Notification of Release of vessel

FORM A

PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

ENFORCEMENT INSPECTION APPREHENSION REPORT (EIAR)

Name of Vessel:		Call Sign:	
Type of Vessel:		MMSI (if Applicable):	
Year Built:		Gross Tonnage:	Deadweight:
Owner/Operator:		IMO Number:	
Date of Inspection:		Place of Inspection:	
Business Address:			

Name of Master: _____ Signature: _____

Type of Inspection: MDSD ☐ PDI ☐ VSEI ☐ ERE ☐

Deficiencies: NO ☐ YES ☐
Ships Detained NO ☐ YES ☐
Supporting Documents: NO ☐ YES ☐

DEFICIENCY ACTION CODES:

- ☐ **VS80 Deficiency Rectified**
- ☐ **VS83 Rectify Deficiency at next port**
- ☐ **VS85 Rectify Deficiency within 14 Days**
- ☐ **VS87 Rectify Deficiency Before Departure**
- ☐ **VS88 Rectify deficiency within 3 Months**
- ☐ **VS90 Detainable Deficiency**
- ☐ **VS95 Others (Specify)**

INSPECTION COMMENTS/ REMARKS

Number of Deficiency	Code	Nature of Deficiency	Reference	Action Taken

Number of Deficiency	Code	Nature of Deficiency	Reference	Action Taken

PCG Unit:_____ Name and Signature:_____
(VSEI Inspector)

Telephone/ CP Nr:_____

Telefax: _____

VSEI ACTION TAKEN:

- ☐ VS33 MARINA/Port Authority informed
- ☐ VS35 MARINA Inspector consulted
- ☐ VS37 Next port informed
- ☐ VS25 Vessel safety inspector/ station/ district informed
- ☐ VS27 Underwater inspection required
- ☐ VS60 Classification Society informed
- ☐ VS65 Investigation for oil pollution

PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NOTICE OF HEARING

_____
Date

TO: _____
_____
_____
_____

By virtue of Section 3 of Republic Act 9993 (Coast Guard Law of 2009) and HPCG Memorandum Circular No. _____ entitled _____ dated _____, you are hereby ordered to report to the Hearing Officer at Headquarters, Coast Guard Station _____ at _____, within ten (10) days from receipt hereof and show cause why no administrative penalty should be imposed on you for the aforestated violation. Failure to do so shall be construed as a waiver on your part to contest the citation and the case shall be deemed submitted for resolution / decision.

_____
Coast Guard Station/ Detachment Commander
(Signature over Printed Name)

FORM B

_____

_____

_____

CERTIFICATE OF ORDERLY INSPECTION (COI)

THIS IS TO CERTIFY THAT the Vessel Safety Enforcement Inspection (VSEI) team of

_____ with office address at _____
(Coast Guard Station/ Detachment)

contact Nr. _____ boarded my vessel at _____
(Location/ Port)

on _____.
(Date)

The VSEI team is composed of:

1) _____

2) _____

3) _____

4) _____

5) _____

That the inspection was conducted in an orderly manner and without use of force or intimidation upon our persons or property;

That after the conduct of inspection, the team left the vessel without taking any property that is not subject of an authorized seizure and without the proper receipt;

That this statement is being made freely and voluntarily; and

That before I sign this certificate, the contents hereof were all made clear to me.

_____ _____
(Name of Vessel) (Name and Signature of the Master)

FORM F

PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

VESSEL SAFETY ENFORCEMENT INSPECTION CHECK LIST

This checklist shall serve as guidelines to be followed by Vessel Safety Inspection Team in conducting Vessel Safety Enforcement Inspection. Only important items are included in the checklist. The age, tonnage and year of build of the ship to be inspected should be kept in mind when using this checklist.

This checklist is designed in sections. It is not anticipated that all items in the list should be covered in any one inspection. Only vessels with "clear grounds" **(please refer to PCG Memorandum Circular 06-12 "Vessel Safety Enforcement Inspections")** of being substandard should be inspected in full.

The accomplished checklist should be attached to the file/records of the ship. It is intended to help/inform others who may be assigned to carry out ship re-inspections following a detention or for future inspections. Please tick the box of those items that have inspected.

PARTICULARS:			
DATE OF INSPECTION:	DATE / TIME:		PLACE:
NAME OF VESSEL:	TYPE:		OFFICIAL NO.:
NAME OF OWNER / OPERATOR:	BUSINESS ADDRESS:		
L.O.A. *(IN METERS)*:	BREADTH *(IN METERS)*:	DEPTH *(IN METERS)*:	DRAFT *(IN METERS)*:
GROSS TONNAGE:	NET TONNAGE:		DEADWEIGHT:
MAKE / TYPE OF ENGINE:	HORSE POWER:		SPEED (CRUISING / MAXIMUM):
NO. OF DECK:	NO. OF MAST:	NO. OF OFFICERS & CREW:	NO.OF PASSENGERS:
BUILD AT:	DATE:		MATERIALS:
LICENSE:	DATE OF LAST DRYDOCKING:		

ITEMS SHOULD BE INSPECTED	**YES**	**NO**	**REMARKS**
A. BEFORE BOARDING:			
1. Loadline Marks	○	○	
2. Accommodation Ladder	○	○	
3. Anchors (in place)	○	○	
4. Safety Net	○	○	
5. Others	○	○	
B. SHIP'S CERTIFICATES AND DOCUMENTS:			
1. Certificate of Vessel Registry	○	○	
2. Certificate of Ownership	○	○	
3. Passenger Ship Safety Certificate	○	○	
4. Cargo Ship Safety Certificate	○	○	
5. Cargo Ship Safety Construction Certificate	○	○	
6. Cargo Ship Safety Equipment Certificate	○	○	
7. Certificate of Public Convenience	○	○	
8. Coastwise/Bay & River License	○	○	
9. Minimum Safe Manning Certificate	○	○	

ITEMS SHOULD BE INSPECTED	YES	NO	REMARKS
10. Ship Station License	○	○	
11. Document of Compliance	○	○	
12. Safety Management Certificate	○	○	
13. Permit to Operate	○	○	
14. Certificate of Stability	○	○	
15. Coastwise Load line Certificate	○	○	
16. Ship Sanitation Control Certificate	○	○	
17. Tonnage Measurement Certificate	○	○	
18. Domestic Shipping Operations	○	○	
19. International Ship Security Certificate	○	○	
20. Endorsement Certificate (OPPC) / (IOPPC)	○	○	
21. Accreditation Certificate of Oily Water Separator (OWS)	○	○	
22. Shipboard Oil Pollution Emergency Plan (SOPEP)	○	○	
23. Accreditation Certificate of Chemical Dispersant	○	○	
24. Garbage Management Plan	○	○	
25. Ships Log Book	○	○	
26. Oil Record Book	○	○	
27. Others	○	○	
C. WHEELHOUSE:			
1. DOCUMENTATION:			
⊥ Navigational Chart	○	○	
⊥ Nautical Publications	○	○	
⊥ Muster List/Crew List	○	○	
⊥ Magnetic Compass Bearing Dated	○	○	
⊥ Ships Manoeuvring Data Posted	○	○	
⊥ International Code of Signals	○	○	
⊥ Table of Lifesaving Signals	○	○	
⊥ Others	○	○	
2. INSTRUMENTATION / EQUIPMENT:			
⊥ Gyro Compass Function & Illumination	○	○	
⊥ Magnetic Compass (Standards and Steering)	○	○	
⊥ Navigational Lights (including alarm, etc.)	○	○	
⊥ Radar Function	○	○	
⊥ Ships Whistle Function	○	○	
⊥ Clinometer	○	○	
⊥ Emergency Position Indicating Radio Beacon (EPIRB)	○	○	
⊥ Steering Gear (Depending on Nature of Deficiencies)	○	○	
⊥ Echo Sounder Function Test	○	○	
⊥ Emergency Lightning on Bridge	○	○	
⊥ Rudder Indicator	○	○	
⊥ Ship Pyrotechnic Expiry Date	○	○	
⊥ Line Throwing Rockets Expiry Date	○	○	
⊥ VHF Marine Radio	○	○	
⊥ Binoculars at least 2pcs	○	○	
⊥ Lifejackets for Persons on watch	○	○	
⊥ SARTS (Radar Transponder)	○	○	
⊥ Others	○	○	
3. FIRE FIGHTING APPLIANCES:	○	○	
⊥ Fire Detection / Alarm System for Accommodation and Engine Room	○	○	
⊥ Fire Detection System for Cargo Spaces	○	○	
⊥ Automatic Sprinkler	○	○	

ITEMS SHOULD BE INSPECTED	YES	NO	REMARKS
⊣ Smoke alarm in all spaces	○	○	
⊣ Servicing of Portable Fire Extinguisher	○	○	
⊣ Fireman's outfit	○	○	
⊣ Ventilation System	○	○	
⊣ Quick closing valves	○	○	
⊣ Others	○	○	
D. RADIO ROOM (if any)			
1. Radio Log	○	○	
2. Emergency Power	○	○	
3. Emergency Lighting	○	○	
4. Clock	○	○	
5. Call Sign Posted	○	○	
6. Battery Room	○	○	
7. 500khz auto-alarm system test	○	○	
8. Others	○	○	
E. BOAT DECK			
1. LIFE SAVING APPLIANCES:			
⊣ Lifeboat:			
➢ make sure grasp are tight and safety pin in	○	○	
➢ General Overall Inspection of Hull (more attention)	○	○	
➢ If wood or Riveted Aluminium	○	○	
➢ Lifting Hooks	○	○	
➢ Launching Instruction	○	○	
➢ Markings	○	○	
➢ Lifeboat Inventory	○	○	
➢ Boarding Ladder (also check connection to ship)	○	○	
➢ Davits, Falls, Winches	○	○	
➢ Emergency Lighting Function Test	○	○	
➢ Pinter Release Mechanism	○	○	
➢ Rescue Boat (if is a separate boat)	○	○	
➢ Others	○	○	
⊣ Liferafts:			
➢ Davits, wiches functions (if davit launched)	○	○	
➢ Date last Serviced	○	○	
➢ HRU Fitted/Serviced	○	○	
➢ Painters Rigging	○	○	
➢ Transportability (if LSA 100%)	○	○	
➢ Launching Instructions	○	○	
➢ Others	○	○	
⊣ Lifebuoys:			
➢ Marking	○	○	
➢ Retroreflective tape	○	○	
➢ Lights (if fitted)	○	○	
➢ Others	○	○	
2. ENGINE ROOM SKYLIGHT & ADJACENT STRUCTURE			
⊣ Engine Room skylight function test	○	○	
⊣ Funnel Flaps Function Test	○	○	
⊣ Engine room exhaust ventilators closing devises	○	○	
⊣ Other ventilators (e.g. galley)	○	○	
⊣ Others	○	○	
3. Others	○	○	

ITEMS SHOULD BE INSPECTED	YES	NO	REMARKS
F. ACCOMMODATION:			
1. LIFESAVING APPLIANCES:			
⊥ Life Jackets:			
➢ Proper stowage and readily accessible for emergency use	○	○	
➢ Failure to keep life jacket clean and ready to use at all times on board	○	○	
➢ Dilapidated / unusable	○	○	
➢ Lack / insufficient	○	○	
➢ Lights and whistles	○	○	
➢ Retroreflective tape	○	○	
➢ Others	○	○	
⊥ Life rings:			
➢ Readily accessible for emergency use	○	○	
➢ Retrreflective tape	○	○	
➢ Dilapidated / unusable	○	○	
➢ Lack / insufficient	○	○	
➢ Others	○	○	
⊥ Muster list & Training Manual	○	○	
⊥ Others	○	○	
2. FIREFIGHTING APPLIANCES:			
⊥ Fire Control Plan	○	○	
⊥ Fire Prevention	○	○	
⊥ Portable Fire Extinguisher (suitable type):	○	○	
➢ Positioning	○	○	
➢ Date serviced / expiration date	○	○	
➢ Lack / insufficient	○	○	
⊥ Automatic sprinkler, fire detection and fire alarm system in all spaces	○	○	
⊥ Smoke detection alarm system			
⊥ Other equipments:			
➢ Fire Pumps	○	○	
➢ Fire Mains	○	○	
➢ Hydrant	○	○	
➢ Fire hoses (Dilapidated / Insufficient)	○	○	
➢ Fire nozzles (Defective / Insufficient)	○	○	
⊥ Fireman's outfit (if stowed here):	○	○	
➢ Protective clothing of material to protect the skin from heat radiating from the fire and from burns and scalding by steam (the outer surface shall be water resistant)	○	○	
➢ Boots and gloves of rubber or other electrically non conducting materials	○	○	
➢ Rigid helmet providing effective protection against impact	○	○	
➢ Electrical safety lamp (hand or head lantern) of an approved type with a minimum burning period of 3 h.	○	○	
➢ Breathing Apparatus	○	○	
⊥ Ventilation system	○	○	
⊥ Emergency quick closing devices function test	○	○	
⊥ Cabins fire Hazards and escape route check	○	○	
⊥ Others	○	○	

ITEMS SHOULD BE INSPECTED	YES	NO	REMARKS
3. MEANS OF ESCAPE:			
⊥ Emergency Lighting Check	○	○	
⊥ Obstructions	○	○	
⊥ Marking of route	○	○	
⊥ Fire Door	○	○	
⊥ Watertight / weathertight integrity of open hatches and doors	○	○	
⊥ Others	○	○	
4. H.O. REQUIREMENTS:			
⊥ Sanitary Accommodation	○	○	
⊥ Hospital	○	○	
⊥ Medical Store Check	○	○	
⊥ Galley Cleanliness and Fire safety	○	○	
⊥ Store Room	○	○	
⊥ Accommodation clear of Cargo goods store	○	○	
⊥ Others	○	○	
5. MISCELLANEOUS:			
⊥ Engineers and general alarm functions test	○	○	
⊥ Plans of W/T Compartment and opening controls	○	○	
6. OTHERS:	○	○	
G. OPEN DECK:			
1. LIFE-SAVING APPLIANCES:			
⊥ Lifebouys	○	○	
⊥ Forward Liferaft	○	○	
⊥ Lifejackets (if any stowed here)	○	○	
⊥ Life rings	○	○	
⊥ Others	○	○	
2. FIRE FIGHTING APPLIANCES			
⊥ Fire main check	○	○	
⊥ Fire hose Boxes / Fire hoses / Nozzles check	○	○	
⊥ Emergency Fire Pump function test	○	○	
⊥ Paint Locker Fire Extinguishing System	○	○	
⊥ Fixed Fire Extinguishing system function check	○	○	
⊥ Provision of fire control plan in container	○	○	
⊥ Fireman's outfit (if located here)	○	○	
⊥ Others	○	○	
3. FREEBOARD DECK			
⊥ Ventilator condition closing devises	○	○	
⊥ Air pipes condition, closing devises	○	○	
⊥ Cargo Hatches coaming closing devises	○	○	
⊥ Trap Hatches, Check Lock (open) devises ladder steps	○	○	
⊥ Others	○	○	
4. NAVIGATIONAL SAFETY:			
⊥ Pilot Ladder, Main Ropes Lighting	○	○	
⊥ Foremast stays/rigging access for navigation	○	○	
⊥ Others	○	○	
5. OTHERS	○	○	
H. STRUCTURAL SAFETY:			
1. SHELL PLATINGS:			
⊥ Bottom Shell thickness	○	○	
⊥ Side Shell thickness	○	○	

ITEMS SHOULD BE INSPECTED	YES	NO	REMARKS
2. DECKS:			
⚓ Deck Plating	○	○	
⚓ Deck Over Tanks	○	○	
⚓ Tween Deck	○	○	
⚓ Wheel Loading	○	○	
⚓ Superstructure Deck	○	○	
⚓ Girders	○	○	
⚓ Brackets	○	○	
⚓ Hatch Side Girders	○	○	
⚓ Others	○	○	
3. BOTTOM STRUCTURES:			
⚓ Center Girder	○	○	
⚓ Open Floors:			
➢ Center Bracket	○	○	
➢ Side Girders / Intercostals	○	○	
➢ Struts	○	○	
➢ Side Bracket / Margin Plates	○	○	
➢ Transverse and Reverse Frames	○	○	
⚓ Solid Floors			
➢ Plate thickness	○	○	
➢ Lightening hole	○	○	
➢ Manhole	○	○	
➢ Others	○	○	
4. FRAMING SYSTEM *(CARGO HOLDS, TWEEN DECK, DECK, FORE PEAK, AFTER PEAK, COFFER DAMS:*			
⚓ Longitudinal	○	○	
⚓ Transverse - *WEB*	○	○	
⚓ Transverse - *ORDINARY*	○	○	
⚓ Side Stringers / girders	○	○	
⚓ Brackets	○	○	
5. BEAMS:	○	○	
⚓ Supporting Structures	○	○	
6. PILLARS	○	○	
⚓ Other attached structural member	○	○	
7. WATERTIGHT BULKHEADS AND DOORS:			
⚓ Strength of Bulkhead (Plating)	○	○	
⚓ Stiffeners	○	○	
⚓ Attachments	○	○	
⚓ Web Frames and Girders	○	○	
⚓ Longitudinal Frames *(applicable for tankers or vessels are in need to reduce the free surface correction)*	○	○	
⚓ Arrangement of watertight BHDS:			
➢ Collision	○	○	
➢ After-peak	○	○	
➢ Machinery Spaces	○	○	
➢ Cargo Holds	○	○	
➢ Cofferdam	○	○	
➢ Chain Locker	○	○	
⚓ Watertight Doors:	○	○	
➢ Doors used while at sea	○	○	
➢ Access doors normally closed at sea	○	○	
➢ Doors or ramps dividing large cargo spaces	○	○	
➢ Other openings closed at sea			
⚓ Superstructures, Deckhouses and Helicopter Decks:	○	○	
➢ Side plating	○	○	

ITEMS SHOULD BE INSPECTED	YES	NO	REMARKS
➢ Deck Plating	○	○	
➢ Transverse Frames	○	○	
➢ Longitudinal Frames	○	○	
➢ Exposed Bulkheads	○	○	
➢ Stiffeners	○	○	
➢ Openings in bulkheads	○	○	
➢ Doors for access openings	○	○	
➢ Safety Net *(for helicopter deck)*	○	○	
8. PROTECTION OF DECK OPENINGS:			
⊥ Hatchway Coamings	○	○	
⊥ Hatchways closed by portable covers and secured watertight by tarpaulins and battening devices	○	○	
⊥ Hatchways closed by covers of steel fitted with gaskets and clamping devices	○	○	
⊥ Hatchways in decks at higher levels	○	○	
⊥ Hatchways in lower decks or within fully enclosed	○	○	
⊥ Small hatches on the exposed fore and aft deck	○	○	
⊥ Miscellaneous Openings in freeboard and superstructure deck	○	○	
9. PROTECTION OF SHELL OPENINGS:	○	○	
⊥ Cargo, Gangway or Fuelling Ports	○	○	
⊥ Bow Doors, Inner Doors, Side Shell Doors and Stern Doors	○	○	
⊥ Securing, Locking and Supporting of Doors	○	○	
⊥ Securing and supporting devices	○	○	
⊥ Securing and locking arrangements	○	○	
⊥ Tightness	○	○	
⊥ Operating and Maintenance Manual	○	○	
10. Others			
I. ENGINE ROOM			
1. FIRE FIGHTING APPLIANCES:			
⊥ Portable Fire-Extinguishers	○	○	
⊥ No Portable Fire-Extinguishers	○	○	
⊥ Fire Hydrants, Hoses, Nozzles, Hose-Boxes	○	○	
⊥ Fixed Fire Extinguishing System (check alarm)	○	○	
⊥ Fixed Fire Detection System	○	○	
⊥ Fire Pumps	○	○	
⊥ Fire Main	○	○	
⊥ Remote System for Ventilator Closure	○	○	
⊥ Remote Closing Devises of fuel oil Induced draught fans, oil fuel, transfer pump, oil fuel unit pumps	○	○	
⊥ Quick closing valves	○	○	
⊥ Emergency Lighting	○	○	
⊥ Means of Escape	○	○	
⊥ Obstruction	○	○	
⊥ Marking of Escape Routes	○	○	
⊥ Engine Logbook not updated	○	○	
2. MARPOL:			
⊥ Oily water separator 15ppm auto stop	○	○	
⊥ Bilge Pump operation	○	○	
⊥ Excess oil in bilges	○	○	
⊥ Cleanliness of Engine Room	○	○	

ITEMS SHOULD BE INSPECTED	YES	NO	REMARKS
⊣ Six (6) wooden scupper plugs of various sizes	○	○	
⊣ Five (5) open ended drum with appropriate sorbent Materials	○	○	
⊣ NO 3 kilos of Rags/Absorbent Materials	○	○	
3. LIFE-SAVING APPLIANCES:			
⊣ Life Jackets for Watch keepers	○	○	
4. Others	○	○	
J. AFT STEERING ROOM			
1. NAVIGATIONAL SAFETY			
⊣ Communication with Bridge	○	○	
⊣ Instruction on the change-over to emergency steering	○	○	
⊣ Steering gear angle indicator clearly marked	○	○	
⊣ Grating installed around steering flat	○	○	
⊣ Emergency Header Tank full	○	○	
⊣ No Excessive oil leaks	○	○	
⊣ Emergency Lighting	○	○	
⊣ Autopilot (instruction and function check)	○	○	
⊣ Heading Information	○	○	
2. FIRE FIGHTING APPLIANCES			
⊣ Emergency Fire pump function check (if located here)	○	○	
⊣ Portable fire extinguisher	○	○	
⊣ Cleanliness-No paint (or cargo) stowed, heavy items secured safety	○	○	
⊣ Handrails and non-slip surface	○	○	
3. Others	○	○	
K. OPERATIONAL ASPECTS:			
1. Launching of Lifeboats	○	○	
2. Operation of Radar Equipment	○	○	
3. Operation of Radio Equipment	○	○	
4. Operation of Steering gears	○	○	
5. Fire Drill	○	○	
6. Others	○	○	

EVALUATORS:

_____ _____
(Signature over Printed Name) *(Signature over Printed Name)*

_____ _____
(Signature over Printed Name) *(Signature over Printed Name)*

_____
Team Leader
(Signature over Printed Name)

Concur:

_____ _____
Skipper / Master **Chief Engineer**
(Signature over Printed Name) *(Signature over Printed Name)*

NOTE: PCG INSPECTORS SHOULD ALWAYS ENSURE THE ATTACHMENT OF FORM "B" AFTER THE INSPECTION

PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
1018 Manila

NOTIFICATION OF RELEASE OF SHIP

Date

MARINA/ PPA/ SHIPOWNER
Director
Office Address
Fax no.
E-mail

Dear _____:

(Insert ship's name) – Release of ship

The Philippine Coast Guard does hereby serve notice for the release of the abovementioned vessel that was detained at _____ *on* _____.
(Location) *(Date)*

Rest assured of our utmost cooperation on matters of mutual concern.

For further inquiries, please contact Coast Guard Station/ Detachment at _____.
(Contact Number)

Very truly yours,

_____
(Signature above Printed Name)
Station / Detachment Commander

PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
1018 Manila

NOTIFICATION OF DETENTION OF SHIP

Date

MARINA/ PPA/ SHIPOWNER
Director
Office Address
Fax no.
E-mail

Dear _____:

(Insert ship's name) – Detention of ship

The Philippine Coast Guard Vessel Safety Enforcement Inspection (VSEI) team has carried out inspection to the abovementioned ship at _____ *on* _____.
(Location) *(Date)*

The ship was detained at *(time of detention)* due to the following deficiencies:

1. _____
2. _____
3. _____
4. _____
5. _____

Enclosed herewith a copy of Enforcement Inspection Apprehension Report (EIAR) of which might be useful for your reference.

For further inquiries, please contact Coast Guard Station/ Detachment at _____.
(Contact Number)

Very truly yours,

_____
(Signature above Printed Name)
Station / Detachment Commander

PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
1018 Manila

NOTIFICATION OF DEFICIENCIES OF SHIP

Date

MARINA/ SHIPOWNER
Director
Office Address
Fax no.
E-mail

Dear _____:

(Insert ship's name) – Deficiency/ies of ship

The Philippine Coast Guard Vessel Safety Enforcement Inspection (VSEI) team has carried out inspection to the abovementioned ship at _____ *on* _____.
(Location) *(Date)*

The following deficiency/ies were noted during the inspection:

1. _____
2. _____
3. _____
4. _____
5. _____

Enclosed herewith a copy of Enforcement Inspection Apprehension Report (EIAR) of which might be useful for your reference.

For further inquiries, please contact Coast Guard Station/ Detachment at _____.
(Contact Number)

Very truly yours,

_____
(Signature above Printed Name)
Station / Detachment Commander